

## **MICHIGAN EMPLOYMENT RELATIONS COMMISSION**

### **FINAL BILLING POLICY**

#### **PRE-HEARING ACTIVITIES**

Bill for actual time (including travel) @ \$100 per hour.

- (1) Include dates and precise times of pre-hearing activities.
- (2) Travel time should be set forth and billed separately.

Maximum per diem rate is \$650.

#### **HEARING**

Bill for actual time (including travel) @ \$100 per hour.

- (1) Include dates and precise times of hearing(s).
- (2) Travel time should be set forth and billed separately.

Maximum per diem rate is \$650.

#### **STUDY DAYS**

2 days of study @ \$650 are allowed for one day of hearing (of more than 4 hours). One day of study @ \$650 is allowed for 4 or less hours of hearing.

- (1) Bill only for study days which are needed and utilized.
- (2) Include dates and times of study days.
- (3) Study days should be listed in the final billing, which is submitted with the final award); however, study days (if utilized) may be set forth in an interim billing.

Travel time should not be counted in determining the number of study days.

Cases submitted on exhibits/documents or other unusual circumstances might require more study days; in such cases, you must contact the Director prior to performing the work to obtain a variance from the standard.

#### **CANCELLATIONS**

If the arbitrator has a cancellation fee set forth on his/her resume and a hearing date has been scheduled and agreed to by the parties, there will be no cancellations unless: the parties mutually agree to share the cancellation fee or the party requesting the cancellation agrees to pay the fee in full.

### **EXPENSE REIMBURSEMENT**

Reimbursement for hotels, mileage, meal allowance, lodging, telephone bills, and other expenses will be paid in accordance with the State's policy on Travel Reimbursement of Contractors, which is attached.

### **TIME OF BILLING**

Any and all work performed must be billed on at least a **quarterly** basis (e.g., end of March, June, September, December). Also, because the State's fiscal year ends on September 30, bills for work performed in a fiscal year prior to October 1 (even if the case is not yet complete), **must** be billed by October 10, or may not be paid if State funds are no longer available.

**DATE: July 1, 2003**